

SUGGESTED TRAINING BY JOB TITLE



As of September 1, 2018

ADMINISTRATION	Administrator	Office & Clerical	FOOD SERVICES	Food Service Supervisor	Food Service Staff	FACILITIES SERVICES	Maintenance or Facilities Supervisor	Maintenance or Facilities	Custodian	Grounds Maintenance	Security	Warehouse	HEALTH SERVICES	Nurse	EDUCATORS	Teacher	Teacher's Aide	Art Teacher	Coach or PE Teacher	Science Teacher	Special Education Teacher	Special Education Paraprofessional	Substitute Teacher	Playground Supervisor	Vocational Educator or Shop Teacher	TRANSPORTATION	Transportation Supervisor	Transportation Support Services	Bus Driver	Special Transportation Driver	Mechanic	Available in Spanish	Length of Course
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M = Mandatory Training at Hire S = Suggested Training at Hire A = Annual Retraining 3 = Retraining Every 3 Years X = Suggest Administrator Review

EMERGENCY MANAGEMENT

Active Shooter: Administrators		S									S																						45 min
Active Shooter: Staff			S	S	S		S	S	S	S		S			S	S	S	S	S	S	S	S	S	S		X							44 min
Crisis Response & Recovery		X																															20 min
Emergency Operations Planning: Building the Plan		X																															17 min
Emergency Operations Planning: Implementing the Plan		X																															19 min
Family Reunification		X																															19 min
Incident Command Systems		S									S																						30 min
Managing the Aftermath of Tragedy: Administrators		X																															25 min
Managing the Aftermath of Tragedy: Staff		X																															25 min
Tactical Site Surveys		X																															20 min
Terrorism: Awareness & Response: Administrators		X																															34 min
Terrorism: Awareness & Response: Staff		X																															34 min
Threat Assessment		X																															22 min

EMPLOYMENT PRACTICES/SUPERVISORY

Conducting Job Interviews		X																															24 min
Discrimination: Avoiding Discriminatory Practices		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	29 min
Manager Role in Safety & Liability		S		S			S																				S						36 min
Managing Difficult Behaviors		X																															18 min
Performance Evaluations		X																															24 min
Reasonable Suspicion for Drug & Alcohol Use in the Workplace		X																															27 min
Retaliation Liability		X																															27 min
Sensitivity Awareness		X																															32 min
Sexual Harassment: Policy & Prevention		S	S		S		S																				S					69 min	
Supervisor's Role in Safety		S		S			S																				S					25 min	
Termination: Practice & Procedure		X																															22 min

ENVIRONMENTAL

Accident Investigation		M		M			M																				M						28 min
Aerial Lift Safety <i>IF EMPLOYEE USES</i>							M	M	M	M	M																M						25 min
Asbestos Awareness: 2-Hour							M	M	M	S																							120 min
Asbestos Awareness: Complete																																	60 min
Asbestos Awareness: Refresher							A	A	A	A																							✓ 23 min
Back Injury & Lifting: Nutrition Services				M	M																												20 min
Back Injury & Lifting: Transportation																											M	M	M	M	M		20 min
Back Injury & Lifting: Teachers & Administration		M	M												M	M	M	M	M	M													14 min
Back Injury and Lifting: Support Staff															M						M		M									✓ 17 min	
Back Injury & Lifting: Full Course														M																		✓ 18 min	
Back Injury & Lifting: Custodial & Maintenance							M	M	M	M	M	M																				✓ 14 min	
Chemical Spills Overview				S	S		M	M	M	M		M									M					M						22 min	
Classroom Safety															S	S	S	S	S	S	S	S	S		S							20 min	

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Commercial Mower Safety								S			M																							24 min				
Compressed Gas Safety								M																		M						M		13 min				
Confined Spaces								M																										✓	20 min			
Electrical Safety: Full Course								M	M	M	M															M		S					M	✓	27 min			
Electrical Safety: Primer					S	S																S												✓	17 min			
Energy Conservation		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	✓	18 min			
Eye & Face Protection								M	M	M	M				S				S			M					M		S				M	✓	12 min			
Facility Emergencies								S	S	S	S																								✓	22 min		
Fall Protection								M	M	M			M															M					M		✓	24 min		
Fire and Explosion Hazards																																			✓	25 min		
Fire Extinguisher Safety					S	S		S	S	S		S	S									S				S		S		S	S	S	S	✓	10 min			
Forklift Safety								M/3	M/3				M/3																					M/3		✓	17 min	
General Safety Orientation		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	14 min			
Hand & Power Tool Safety								S	S	S	S																S							S	✓	18 min		
Hazard Communications: Right to Understand (GHS)		M	M		M	M		M	M	M	M	M	M	M	M				M	S	M					M		M	M	M	M	M	M	✓	26 min			
Hearing Loss Prevention								M	M	M	M																M							M	✓	11 min		
Heat Illness Prevention								M/A	M/A	S	M/A										M/A					S								S	✓	13 min		
Indoor Air Quality Awareness								S	S	S																										✓	22 min	
Integrated Pest Management					S	S		S	S	S	S																									✓	24 min	
Ladder Safety		S	S		M	M		M	M	M	M	S	M				S	S	S	S	S	S	S	S	S		M		S		S	S	M	✓	26 min			
Lead Safety Awareness								S	S	S												S					S							S		✓	15 min	
Lockout/Tagout: Energy Release					M	M		M	M	M	M											S				M		S						M	✓	13 min		
Mercury Spills																						S														✓	14 min	
Office Ergonomics		S	S														S	S				S	S						S						✓	13 min		
Personal Protective Equipment (PPE)					M	M		M	M	M	M		M	M				S			M						M		S					M	✓	15 min		
Playground Maintenance & Inspection								M	M	M	M															S										✓	19 min	
Respirable Crystalline Silica Awareness								S																												✓	16 min	
Respiratory Protection								M/A	M/A	M/A	M/A																									✓	18 min	
Safety Committee Operations		M																																		✓	17 min	
Safety Data Sheets: SDS		M	M		M	M		M	M	M	M	M	M	M	M											M		M	M	M	M	M	M	M	✓	19 min		
Scaffolding Safety								M	M	M																											✓	22 min
Scent Awareness																																					✓	13 min
Science Lab Safety																							M														✓	25 min
Science Laboratory Chemical Spills																							M														✓	28 min
Scissor Lift Safety								M	M	M																									S		✓	21 min
Slips, Trips & Falls: Nutrition Services					M	M																															✓	20 min
Slips, Trips & Falls: Custodians, Maintenance & Facilities								M	M	M	M	M	M																								✓	20 min
Slips, Trips & Falls: Support Staff																																					✓	26 min
Slips, Trips & Falls: Teachers & Administration		M	M														M	M	M	M	M	M	M	M	M	M										✓	26 min	
Slips, Trips & Falls: Full Course															M														M	M	M	M	M				✓	26 min
Slips, Trips & Falls: Refresher								S	S	S	S																										✓	17 min
Stormwater Management								S	S	S	S																	S									✓	24 min

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Trenching & Excavation Safety																																				19 min																														
Utility Cart Safety																																				✓	17 min																													
Water Damage Prevention																																				28 min																														
Welding, Cutting & Brazing Safety Awareness								M	M																		M								M	22 min																														
Workplace Injury Prevention																																				25 min																														
HEALTH																																																																		
AED (Automated External Defibrillators)		S	S		S	S		S	S	S	S	S	S	S	M		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	20 min																														
Bedbugs in Schools																																				✓	12 min																													
Bloodborne Pathogens Exposure Prevention: <i>including HIV (WA.)</i>															M																					21 min																														
Bloodborne Pathogens Exposure Prevention: <i>Support Staff</i>					M	M		M	M		M	M	M																M	M	M	M	M	M		20 min																														
Bloodborne Pathogens Exposure Prevention: <i>Custodians</i>										M																										✓	23 min																													
Bloodborne Pathogens Exposure Prevention: <i>Teachers/Admin.</i>		M	M													M	M	M	M	M	M	M	M	M	M	M	M	M								19 min																														
Bloodborne Pathogens Exposure: <i>Refresher (Washington)</i>		A	A		A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17 min																														
Cardiopulmonary Resuscitation (CPR)	REFRESHER FOR STAFF WITH THEIR CPR CERTIFICATION - NOT INTENDED AS A REPLACEMENT FOR A FULL CPR CERTIFICATION																																																															15 min		
Common Illness Prevention																																					13 min																													
Concussion Awareness: Athletics: <i>Full Course (Washington)</i>															M							M														20 min																														
First Aid																																				✓	33 min																													
Head Lice																																				✓	8 min																													
Health Emergencies: Asthma Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																																															15 min		
Health Emergencies: Choking & the Heimlich Maneuver		S	S		S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	5 min																														
Health Emergencies: Diabetes Awareness: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																																																9 min	
Health Emergencies: Hemophilia																																					8 min																													
Health Emergencies: Life-Threatening Allergies: <i>(Washington)</i>	ONLINE TRAINING COULD PARTIALLY MEET COMPLIANCE FOR MANDATED STAFF TRAINING, BUT MUST STILL BE COMBINED WITH IN-PERSON RN TRAINING FOR ALL IHPs, ECPs & DELEGATED SKILLS TRAINING.																																																																15 min	
Health Emergencies: Overview		X																																			20 min																													
Health Emergencies: Seizures		X																																			12 min																													
HIV/AIDS Awareness: <i>Washington State Full Course</i>		M	M		M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	15 min																														
Medication Administration Basics: <i>(Washington)</i>	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																																																25 min	
Medication Administration: Diastat	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																																																	14 min
Medication Administration: Epinephrine Auto-Injectors	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																																																	19 min
Medication Administration: Glucagon	MANDATORY FOR STAFF MEMBERS DELEGATED BY NURSE TO ADMINISTER STUDENT MEDICATIONS																																																																	13 min
MRSA Awareness															S							S														13 min																														
Pandemic Flu		X													S																						21 min																													
Steroid & PED Awareness in Athletics		X																				S														24 min																														
Stress Management		X																																			29 min																													
Student Mental Health		X																																			23 min																													
Sudden Cardiac Arrest in Athletes																																					13 min																													
HUMAN RESOURCES																																																																		
Americans with Disabilities Act Overview		X																																		18 min																														
Athletic Liability																						S														43 min																														

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Boundary Invasion: <i>(Washington)</i>	M/3	M/3	M/3	M/3		M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3	M/3		25 min
Conflict Management: <i>Managing the Angry Parent</i>	S	S									S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		20 min	
Conflict Management: <i>Staff-to-Staff</i>	X																											14 min	
Conflict Management: <i>Student-to-Student</i>	S	S							S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		20 min	
Customer Service Overview: <i>Teachers</i>																												10 min	
Customer Service Overview: <i>Support Services</i>																												✓	10 min
Customer Service Overview: <i>Administration</i>																												12 min	
Discrimination Awareness in the Workplace	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		15 min
Diversity Awareness: <i>Staff-to-Staff</i>	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		23 min
Diversity Awareness: <i>Staff-to-Student</i>	S	S				S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		25 min
Drug Free Workplace	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		22 min
Family Medical Leave Act (FMLA)	X																												15 min
FERPA: Confidentiality of Records	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		14 min
General Ethics in the Workplace	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		24 min
HIPAA Overview	X										S																		14 min
Sexual Harassment: <i>Staff-to-Staff (Complete)</i>	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	27 min
Sexual Harassment: <i>Staff-to-Staff (Refresher)</i>																													15 min
Sexual Harassment: <i>Student Issues & Response</i>	X																												32 min
Sexual Misconduct: <i>Staff-to-Student</i>	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	✓	35 min
Title IX and Gender Equity in Athletics	S														S														43 min
Titlle VI Overview	S																												33 min
What Every Employee Must Be Told	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		66 min
Workplace Bullying: Awareness & Prevention	X																												16 min
Workplace Violence: Awareness & Prevention <i>(Employee)</i>		S		S			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		20 min	
Workplace Violence: Awareness & Prevention <i>(Supervisor)</i>	S		S			S																S							29 min
INFORMATION TECHNOLOGY																													
Browser Security Basics	X																												15 min
CIPA: Compliance with the Children's Internet Protection Act	S											S	S	S	S	S	S	S	S	S	S								14 min
Copyright Infringement	X																												24 min
Cybersecurity	X																												13 min
Email and Messaging Safety	S											S	S	S	S	S	S	S	S	S	S								12 min
Online Safety: <i>Cyberbullying</i>	X																												21 min
Online Safety: <i>Predators</i>	X																												17 min
Online Safety: <i>Threats of Violence</i>	X																												14 min
Online Safety: <i>What Every Educator Needs to Know</i>	S											S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		29 min	
Password Security Basics	S											S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		7 min
Protection Against Malware	S																												15 min
MISCELLANEOUS																													
What Every Coach Needs to Know	S														S														45 min
NUTRITION SERVICES																													
Civil Rights in Food Service: <i>Administration</i>				S																									18 min
Civil Rights in Food Service: <i>Front Line Staff</i>				S																								✓	16 min

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Food Safety & Kitchen Sanitation				S	S																												✓	14 min			
Food Service Equipment: <i>Safe Use</i>				S	S																												✓	20 min			
Food Service Equipment: <i>Sanitation</i>				S	S																												✓	22 min			
Foodborne Illnesses				S	S																												✓	20 min			
HACCP: Hazard Analysis & Critical Control Points				S	S																												✓	23 min			
Nutrition Basics				S	S																														21 min		
School Meal Compliance				S	S																												✓	19 min			
SECURITY																																					
Arson Awareness & Prevention																																			30 min		
Copper Theft Awareness								S	S	S	S	S																							9 min		
Crime Prevention Through Physical Security (CPTED)																																			23 min		
Safety Basics for Security Staff																																			22 min		
School Intruders																																			11 min		
School Violence: <i>Identifying & Addressing</i>																																			20 min		
Visual Weapons Screening																																			20 min		
SOCIAL & BEHAVIORAL																																					
Administrative Supervision of Students		X																																	27 min		
Bullying: Recognition & Response: Washington	M	M		M	M			M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		71 min		
Bullying: Recognition & Response: <i>K-12 Washington Primer</i>	A	A		A	A			A	A	A	A	A	A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		25 min		
Child Abuse: Identification and Intervention	S															S	S	S	S	S	S	S	S	S	S	S	S							33 min			
Child Abuse: Mandatory Reporting (<i>Washington</i>)	M	M		M	M			M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		25 min		
Communication Styles and Skills																																				9 min	
Cultural Competence and Racial Bias																																				16 min	
Dating Violence: Identification & Intervention																																				20 min	
De-Escalation Strategies		S															S	S	S	S	S	S	S	S	S	S	S								21 min		
Disruptive Student Behavior		S															S	S	S	S	S	S	S	S	S	S	S	S							33 min		
Gang Awareness		X																																		30 min	
Hazing		X																																		19 min	
Homeless Students: Awareness & Understanding		X																																	✓	23 min	
Human Trafficking Awareness		X																																		21 min	
Making Schools Safe for LGBT Students		X																																		20 min	
Playground Supervision		S																							S											✓	16 min
Prescription Drug & Opioid Abuse: Impact on Students															S																					23 min	
Restraint & Seclusion		X										S											S	S												22 min	
Self-Injury & Cutting		X																																		21 min	
Sport Supervision & Safety		S																		S																22 min	
Student Drug & Alcohol Abuse		X																																		30 min	
Transgender Awareness		X																																		19 min	
Youth Suicide: Awareness & Prevention (<i>Jason Flatt Act</i>)																																				60 min	
Youth Suicide: Awareness & Prevention (<i>Jason Flatt Act</i>)																																				120 min	
Youth Suicide: Awareness & Prevention (<i>Full Course</i>)	M	M		M	M			M	M	M	M	M	M	M		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		39 min	

